



# WETHERBY TOWN COUNCIL

## POLICY FOR USE OF GREEN SPACES

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### 1. Introduction

The use of Green Spaces such as parks, playgrounds and community gardens can promote mental and physical health, reduce morbidity and mortality in urban residents by providing psychological relaxation and stress alleviation, stimulating social cohesion, supporting physical activity and provide an opportunity to have fun.

The Town Council accepts that people may wish to use its Green Spaces in conjunction with private, community, business or other organised activities and non-incidentals events and is content to give general permission for this to happen, subject to an organiser's acceptance of this policy.

### 2. Scope

The purpose of this Policy and Procedure is to set out how Wetherby Town Council regulates the safe use of its Green Space areas, including:

- King George's Field (Scour Bank)
- Raby Park
- Mason Field
- Jubilee Gardens
- The Garden of Rest
- Sandringham Park
- Hudson Park (Millennium Field)
- Nidd Approach

### 3. General Guidelines

- 3.1 All of Wetherby Town Council's green space areas are accessible to the public for community outdoor use. There must be no interruption to the public's use and enjoyment of the Council's green spaces, other than when permission is given for an area to be used for an organised event or non-incidentals activity.

- 3.2 Public access, including access for organised activities and non-incidentals events, may be withdrawn from an area for health and safety reasons or when maintenance work is being undertaken including on play or exercise equipment.
- 3.3 The Town Council will provide a safe environment but will not patrol the area or supervise any restrictions themselves and encourages event / activity organisers and members of the public to report any incidents of misuse or health & safety concerns.
- 3.4 The Town Council values these community spaces and will enhance and improve them where possible (full details of the management of green spaces are available on request).
- 3.5 The Town Council will always give priority to events which are organised on a community or not-for-profit basis.
- 3.6 All activities must be organised and managed in accordance with the Council's [Policy for the Protection and Safeguarding of Children and Adults at Risk](#).
- 3.7 All damage, rubbish, or other arisings from an event must be repaired or cleared up and removed by the organiser. Where the Town Council is required to effect repairs or maintenance after an event then these will be charged at £25 per man-hour plus the cost of materials.
- 3.8 The Town Council reserves the right to refuse permission for non-incidentals event or other organised activity to take place.

#### **4. Liability and Insurance**

- 4.1 Organisers must undertake an assessment prior to their event to identify any risks, including those posed to members of the public and take any necessary steps to mitigate these risks.
- 4.2 The organiser is responsible and holds the liability in respect of any activities carried out, or non-incidentals events held, on the Town Council's green spaces.
- 4.3 The organiser is responsible for making arrangements to insure against any third-party claims which may lie against him or her (or the organisation if acting as a representative) whilst using green spaces which are owned by the Town Council.
- 4.4 The organiser must have and provide proof of Liability Insurance Cover prior to the commencement of the activity or non-incidentals event.

#### **5. Restrictions on Usage**

- 5.1 Green spaces cannot be used or allowed to be used for any unlawful purpose or in any unlawful way.
- 5.2 Bye-laws, where applicable, for any green space must be adhered to at all times.
- 5.3 Dog fouling must be placed in a bin if provided or, if it cannot be accommodated by a bin, it MUST be removed.
- 5.4 Organisers must ensure that litter is placed in a bin provided or, if it cannot be accommodated by a bin, taken away after an event.



- 5.5 The playing of Golf is not permitted.
- 5.6 Metal detecting is not permitted.
- 5.7 The flying of Drones is not permitted, unless with the express and written permission of the Town Council and in accordance with legislation.
- 5.8 There are to be no fires including BBQs.
- 5.9 No motorised bicycles, motorbikes, motorised scooters or vehicles may be used without the express and written permission of the Town Council.
- 5.10 Aggressive or anti-social behaviour will not be tolerated, and any such incidents should and will be reported to the Police or other relevant authority.
- 5.11 Smoking is not allowed on or near any play and exercise equipment provided within a green space area.
- 5.12 Disturbing the soil of the area by the placing of a tent or any temporary structure is not permitted.
- 5.13 There must be no attempt by a neighbouring property to extend the boundary or curtilage on to an area of green space.

## **6. Procedure**

- 6.1 Anyone requesting to use any green space for a non-incidentual event or organised activity should contact the Town Council office to discuss their proposal.
- 6.2 Organisers will be asked to complete a 'Use of Green Space Booking Form' stating when, for how long and for what purpose.
- 6.3 The application form must be accompanied by a copy of the risk assessment for the proposed activity or event and evidence of an organiser's current Public Liability Insurance cover.
- 6.4 Once permission has been granted, organisers will be provided with a booking confirmation and this can be used as evidence of permission to hold an activity or non-incidentual event.
- 6.5 The Town Council should receive at least 14 days' notice of events or activities which are to be held on its green spaces.

## **7. Financial Contributions**

- 7.1 Where permission is given for the use of green spaces for the purpose of commercial or business activities the organisers will be expected to make a financial contribution towards the upkeep of the areas.
- 7.2 The contribution rate will be maintained at the current charge for hire of the Bramham Room in Wetherby Town Hall.



7.3 Contributions received will be ring-fenced in the Council's revenue budget to contribute towards expenditure on the upkeep of its green spaces.

**8. King George's Field / Scaur Bank**

Wetherby Town Council has granted a license to Wetherby Athletic Football Club for the exclusive right to regularly use a section of this field for the playing of football.

Permission will not be granted for non-incidental events or organised activities which interfere with the terms of this license.





# WETHERBY TOWN COUNCIL

The Town Hall, Market Place, Wetherby, LS22 6NE

Tel: 01937-583584

E-mail: [admin@wetherby.co.uk](mailto:admin@wetherby.co.uk)

[www.wetherby.co.uk](http://www.wetherby.co.uk)

## APPLICATION FOR USE OF GREEN SPACES

Organisation / Company:

.....

Contact Name:

.....

Address:

.....

.....

.....

.....

Contact Telephone Number:

.....

E-mail Address:

.....

Name of Green Space Required:

.....

Date(s) of Use\*:

*\*Dates can be listed individually, or a bookings confirmation printout can be attached.*

.....

Times of Use\*

From:

To:

*\*These should be the entire period of your use and must include time for setting up and clearing away.*

.....

Purpose of Hiring:

.....

Tick to Confirm Information  
Provided:

<input type="checkbox"/>
<input type="checkbox"/>

Risk Assessment

Public Liability Insurance

Submission of an application form constitutes acceptance of the terms and conditions contained in our Policy for the Use of Green Spaces.

Please note that you *do not* have permission to hold your event / activity until you receive written confirmation from Wetherby Town Council of this.

Signed:

.....

Date:

.....

*Please return form, at least 14 days before your event / activity, to the address given above.*